

Skills and Knowledge		Level			Assessed through
Attainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			A	A Application I Interview T Test R Reference
Desirable	Applications will be preferred from candidates with the denoted qualifications or experience		D		
Essential	Applicants without the denoted qualifications or experience will not be considered for this role	E			
Experience	Some experience in a general office environment		✓		AIR
	Some experience of using word-processing, spreadsheets, databases and IT packages		✓		AIR
	Experience of working in a school environment		✓		AIR
Skills and knowledge	Demonstrate ability to communicate effectively with pupils and adults	✓			AIR
	Basic numeracy to support the learning needs of pupils to the relevant Key Stage	✓			AIR
	Basic literacy to support the learning needs of pupils to the relevant Key Stage	✓			AIR
	Able to work as a member of a team	✓			AIR
	Able to contribute to the support of pupils in all areas of personal development	✓			AIR
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	✓			AIR
Competencies	Able to demonstrate appropriate motivation to work with young people	✓			AIR
	Able to form appropriate relationships with young people	✓			AIR
	Emotional resilience in working with challenging behaviours		✓		AIR
	Appropriate attitudes to use of authority and maintain discipline		✓		AIR
Education and training	First-aid training qualifications, or willingness to undertake this	✓			AIR

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Personal qualities	Enjoyment of working with very young pupils	✓			AIR
	Sensitivity and understanding, to help build good relationships with pupils	✓			AIR
	A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	✓			AIR
	Commitment to maintaining confidentiality at all times	✓			AIR
	Resilient, positive, forward-looking and enthusiastic about making a difference	✓			AIR
	Capacity to inspire, motivate and challenge pupils	✓			AIR
	Ability to recognise common forms of discrimination and to report this	✓			AIR
	An understanding of the diverse needs of pupils attending the primary school or early years setting	✓			AIR

Notes:

This job description may be amended anytime in consultation with the post holder.